



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

Division of Student and Academic Services

SLU ID:

## APPLICATION FOR APPROVED LEAVE FROM STUDIES ON SPECIAL GROUNDS

Discuss why you want to take leave from your studies with a study and career counsellor before submitting this form.

### Application – filled in by student

Surname, first name		Personal identity number
Programme		Admission year
Address		Postcode and city
Phone no. (home)	Mobile phone no.	Email address (decision will be sent to this address)
I am applying for approved leave from studies for the following semester: Autumn _____ Spring _____		
Grounds for leave from studies (must be confirmed with a certificate):		
Date	Signature	

### Decision – filled in by SLU

<input type="checkbox"/> <b>Granted</b> – the student has confirmed special grounds in accordance with UHRFS 2016:1 and may resume their studies		
<input type="checkbox"/> <b>Rejected</b> – the student has not confirmed special grounds in accordance with UHRFS 2016:1		
Decision date	Administrative officer's signature	Name in block letters
<b>Appeal</b> The decision can be appealed. The appeal must be addressed to the Higher Education Appeals Board, but sent to SLU, Box 7070, 750 07 Uppsala no later than three weeks after the decision was received. The appeal must state what you are appealing, the change you would like made and why.		

Registered in Ladok     Decision sent to student     Copy to registrar    Signature: \_\_\_\_\_

## Application for approved leave from studies on special grounds – instructions

1. Fill in this form to apply for approved leave from studies on special grounds:  
Application for approved leave from studies on special grounds
2. Email the form and certificate that confirms special grounds to [admissions@slu.se](mailto:admissions@slu.se) or send it to SLU, Division of Student and Academic Services, Box 7010, 750 07 Uppsala.
3. If your application for leave from studies is approved, the decision will be sent to the email address you give on this form. **Upload the decision to My pages at universityadmissions.se.**
4. If your application for leave from studies is rejected, the decision will be sent to the email address you gave.
5. If you have been granted leave from studies, you must apply for courses you wish to take when you return from your leave during the regular application period. To do so, go to [universityadmissions.se](http://universityadmissions.se). Note that you must log in as a degree programme student when applying.

Scan and email the filled-in form to [admissions@slu.se](mailto:admissions@slu.se) or send it by post to:

**SLU**  
**Division of Student and Academic Services**  
**Box 7010**  
**750 07 UPPSALA**